

CDO251 Managing Self for Work

Level: 2

Credit Units: 2.5 Credit Units

Language: ENGLISH

Presentation Pattern: EVERY JULY

Synopsis:

The objective of the course is to develop students' behaviors, actions and responses that will enable them to cope successfully at work. Students will learn to manage their time, professional interactions and relationships, and personal limitations as well as develop coping behaviours for disappointments, mistakes and stress.

The course learning outcomes would be achieved through a combination of face to face seminars, and self-directed and experiential learning, during which students will make use of established frameworks and tools to reflect on their personality and character traits, work values, and situation-driven emotional and behavioural tendencies and responses. They will develop strategies for professional and social interactions, and ways to manage expectations and failure in the workplace.

Assessment will be in the form of reflection journals and a personal portfolio.

Topics:

- Understanding Self
- Time Management
- Professional Interactions
- Responding to Situations
- Managing Limitations
- Managing Stress

Learning Outcome:

- Explain antecedents of work stress
- Outline ways to effectively manage time "bottlenecks" at work
- Summarize contemporary approaches to building rapport in professional interactions at work
- Discuss appropriate responses to feedback, gossip and unprofessional behaviors at work
- Develop coping mechanisms to deal with disappointments and mistakes at work
- Present an action plan to deal with workplace triggers resulting from differences in opinion, working style, and/or leadership style

Assessment Strategies (Daytime Class):

Components	Description	Weightage Allocation (%)
Overall Continuous Assessment	PRE-CLASS QUIZ 1	10
	TUTOR-MARKED ASSIGNMENT 1	40

Overall Continuous Assessment	TUTOR-MARKED ASSIGNMENT 2	50
Total		100